



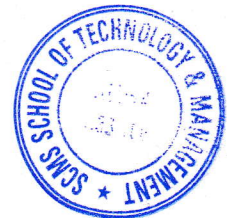
Minutes of IQAC Meeting held on 27th June 2022.

Time and Venue of the Meeting : 1.30 P M, Training Hall
Convener and Chair of the Meeting : Dr. Sashi Kumar G, Principal, SSTM

Members Present

Dr. Indu Nair : Group Director, SCMS Group
Ms. Shoby Sunny : IQAC Coordinator
Dr Harish M : IQAC Co-Coordinator & Faculty
SSTM
Ms. Rinu Jayaprakash : IQAC Co-Coordinator & Faculty
SSTM
Mr. T J Subhash : Managing Director,
Supra Hitech Electro Equipment Private Ltd.
Mr. Vijayakumar Menon N : Chief General Manager,
Hindusthan Organic Chemicals Ltd.
Dr Praveena K : Associate Professor, SSTM-MBA
Dr Anjana Chandran : Assistant Professor, SSTM-MCA
Dr Susan Abraham : Professor, SSTM-MBA
Mrs Arsha A : Lecturer, SSTM-B. Com
Ms. Archana T : Student , SSTM
Ms. Kavitha James : Secretary, SSTM
Ms. Geetha N : Librarian , SSTM
Mr. Praveen S Kamath : System Administrator, SSTM
Mr. P M A Latheef : Liaison Officer , SCMS
Ms. Leny Samuel : Parent
Mr. Rijo George Thomas : MBA Alumni, SSTM


Dr. G SASHI KUMAR





SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

SCMS Campus, Prathap Nagar, Muttom, Aluva, COCHIN- 683 106. KERALA

Agenda of the meeting

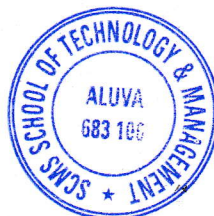
To discuss plan of action (POA) of 2022-23 with various department heads and to set an achievable target for the smooth functioning of the various programs.


Report

- The IQAC coordinator introduced all the criteria coordinators to the various head of the departments of the institute.
- All criteria heads presented their criteria to others and targets were fixed.
- It has been decided that IQAC Meetings which includes external representatives will be held quarterly.
- The committee members decided to meet on the last Wednesday of every month for evaluating the progress of the plan of action.
- The meeting concluded at 3.15 PM.

Important Decisions Taken:

- POA for all departments have been decided.
- Activities planned by every department as per the POA to be informed to IQAC in advance.
- Institution has decided to go for reassessment of NAAC accreditation.
- Celebration of Important days have been decided for the quarter.
- Scholarships and free-ships provided to the students for the academic year have been finalized.
- Reservation policy for the academic year has been decided.
- Heads of the departments are to ensure that the academic sessions are not affected by the various activities in campus.




Dr. G SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT




Minutes of IQAC Meeting held on 26th August 2022.

Time and Venue of the Meeting : 1.30 P M, Training Hall
Convener and Chair of the Meeting : Dr. Sashi Kumar G, Principal, SSTM

Members Present

Dr. Indu Nair : Group Director, SCMS Group
Ms. Shoby Sunny : IQAC Coordinator
Dr Harish M : IQAC Co-Coordinator & Faculty
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Ms. Rinu Jayaprakash : IQAC Co-Coordinator & Faculty
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Agenda of the meeting

- Review of POA.
- Activities planned by Departments for the next Quarter.
- Review of academic activities.
- Review of progress of reassessment for NAAC.

Report

- The POA achievement of all departments were reviewed for the Months June, July and August.
- All departments were able to achieve most of the targets.
- Paper Publication and project grants from govt. and non-govt. agencies were still not achieved.
- Govt. Scholarships for students were discussed.
- Data Collection for reassessment is progressing.
- Semester 1 for all courses have begun. Mid-term Exams to be scheduled for degree courses as part of internal evaluation.
- Activities planned by all departments for the next three months were discussed by the principal.
- The meeting concluded at 3.15 PM.

Important Decisions Taken:

- All departments are to strictly follow the activities committed in POA.
- Paper Publication and opportunities for grants have to be looked into.
- Student Affairs cell to be formed to gather information about various scholarships from govt as well as to provide support for student progression.
- Data collected for the reassessment process to be reviewed by Hol.
- Mid-term exam dates for degree courses have been decided.
- Onam Celebration planned and Sports day to be conducted before December.




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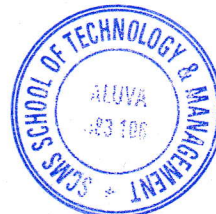



Minutes of IQAC Meeting held on 25th November 2022.

Time and Venue of the Meeting : 1.30 P M, Training Hall
Convener and Chair of the Meeting : Dr. Sashi Kumar G, Principal, SSTM

Members Present

Dr. Indu Nair : Group Director, SCMS Group
Ms.Shoby Sunny : IQAC Coordinator
Dr Harish M : IQAC Co-Coordinator & Faculty
SSTM
Ms.Rinu Jayaprakash : IQAC Co-Coordinator & Faculty
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Mr. T J Subhash : Managing Director,
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Agenda of the meeting

- Review of POA.
- Activities planned by Departments for the next Quarter.
- Review of academic activities.
- Review of progress of reassessment for NAAC.


Report

- The POA achievement of all departments were reviewed for months September, October and November.
- All departments were able to achieve most of the targets.
- Data Collection for reassessment is progressing.
- Sem 5 university examination for degree programmes been scheduled for December first week. Semester 1 and 3 classes are in progress.
- Activities planned by all departments for the next three months were discussed by the principal.
- The meeting concluded at 3.15 PM.

Important Decisions Taken:

- All departments are to strictly follow the activities committed in POA.
- A session on Achieving Equity to end HIV was conducted by SSTM in association with Kerala State AIDS Control Society.
- Sports day to be scheduled for December 2022.
- International Management Fest Shikar to be held in January, 2023.
- UG Cultural Fest Aroha to be held in March. Date will be decided shortly.
- Vacation for degree programmes to start from 24th December and reopen on 4th January 2023.



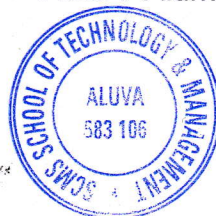

Dr. G SASHI KUMAR
PRINCIPAL

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT



Minutes of IQAC Meeting held on 24.02.2023.

Time and Venue of the Meeting	: 9.30 A M, Board Room
Convener and Chair of the Meeting	: Dr. Sashi Kumar G, Principal, SSTM
Members Present	
Dr. Indu Nair	: Group Director, SCMS Group
Ms.Shoby Sunny	: IQAC Coordinator
Dr Harish M	: IQAC Co-Coordinator & Faculty SSTM
Ms.Rinu Jayaprakash	: IQAC Co-Coordinator & Faculty SSTM
Mr. T J Subhash	: Managing Director, Supra Hitech Electro Equipment Private Ltd.
Mr.Vijayakumar Menon N	: Chief General Manager, Hindusthan Organic Chemicals Ltd.
Dr Praveena K	: Associate Professor, SSTM-MBA
Dr Anjana Chandran	: Assistant Professor, SSTM-MCA
Dr Susan Abraham	: Professor, SSTM-MBA
Mrs Arsha A	: Lecturer, SSTM-B. Com
Ms. Archana T	: Student , SSTM
Ms. Kavitha James	: Secretary, SSTM
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SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

SCMS Campus, Prathap Nagar, Muttom, Aluva, COCHIN- 683 106. KERALA

Agenda of the meeting

- Review of the minutes of the previous Meeting.
- Action taken report of the previous meeting.
- Review of POA.
- Activities planned by the departments for the next quarter.
- Review of academic activities.
- Review of progress of Reassessment for NAAC accreditation.

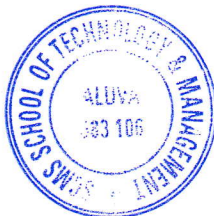
Minutes

- The Principal Dr. Sashi Kumar G welcomed the members. The Principal's address was followed by a review of the minutes of the previous meeting. Action taken report was submitted and discussed.
- POA was evaluated for the last quarter.
- Academic activities and sports/cultural activities were progressing as planned.
- Data collection for NAAC reassessment is found to be progressing well.
- Schedules for University exams were discussed.
- AQAR submission for 2021-22 has to completed to proceed towards NAAC reassessment.
- The meeting concluded at 10.30 a.m.

Important Decisions Taken:

- IIQA to be filed by April.
- All internal evaluations are to be completed by the first week of March. External examinations will be completed by April.
- Vacation to be given to students as specified by the university.
- Students should be encouraged to take up internships during vacation.

Date: 24.02.2023




Dr. G Sashi Kumar

Principal and Chairman IQAC, SSTM

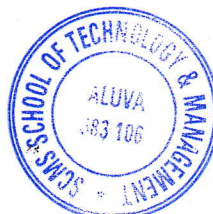



Minutes of IQAC Meeting held on 26.05.2023.

Time and Venue of the Meeting : 9:15 A.M, Board Room
Convener and Chair of the Meeting : Dr. Sashi Kumar G, Principal, SSTM

Members Present

Dr. Indu Nair : Group Director, SCMS Group
Ms. Shoby Sunny : IQAC Coordinator
Dr Harish M : IQAC Co-Coordinator & Faculty
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Ms. Rinu Jayaprakash : IQAC Co-Coordinator & Faculty
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PRINCIPAL



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SCMS Campus, Prathap Nagar, Muttom, Aluva, COCHIN- 683 106. KERALA

Agenda of the meeting

- Review of the minutes of the previous Meeting.
- Action taken report of the previous meeting.
- Review of POA.
- Activities planned by the departments for the next quarter.
- Review of academic activities.
- Review of progress of Reassessment for NAAC accreditation.


Minutes

- The Principal Dr. Sashi Kumar G welcomed the members. The Principal's address was followed by a review of the minutes of the previous meeting. Action taken report was submitted and discussed.
- POA was evaluated for the last quarter.
- SSR preparation is ongoing. Submission planned for mid of June.
- The IQAC and NAAC core team to be prepared for DVV and for the upcoming Peer Team Visit.
- Possibilities of starting M.Sc Psychology and MSW programmes to be explored. This was based on the demands from students and parents.
- A workshop on IPR to be organized in June, funded by KSCSTE.
- Progress of FDPs, publications and workshops/conferences conducted to be consolidated for Annual Report.
- The meeting concluded at 10.30 a.m.

Important Decisions Taken:

- NAAC core team to be prepared with data and the same to be filed.
- Committees to be formed for the NAAC PTV.
- Application to be forwarded to the university for M.Sc Psychology and MSW programmes.




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- POA for the next academic year to be prepared.
- Academic calendar to be prepared by all departments for the academic year 2023-24
- Minimum two publications per faculty is mandatory.

Date: 26.05.2023

Dr. G Sashi Kumar

Principal and Chairman IQAC, SSTM

